

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, JUNE 10, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES**
 - a. Regular Minutes of June 3, 2009
 - b. Regular Minutes of May 27, 2009
 - c. Dismissal Hearing 27-D-79 Minutes of May 13 & 20, 2009
2. **REQUEST TO EXTEND PROVISIONAL APPOINTMENTS** – Antonio Carrillo and Jeff Hogan, Garage Service Attendants
Staff report prepared by Rob Pfingsthorn, Personnel Analyst
3. **REQUEST TO RECLASSIFY POLICE RECRUIT** – Eric Cornell to Special Services Officer
 - a. Communication from Anthony Batts, Chief of Police
 - b. Staff report prepared by Melinda George, Deputy Director
4. **REQUEST TO FILE LATE APPLICATIONS** – Construction Inspector
 - a. Communications from Roderick Gray, Andres Gutierrez, Oliver Magajes, Dave Orkin, and Anthony Smith
 - b. Staff report prepared by Lourdes Ferrer, Personnel Analyst
5. **PROPOSED CIVIL SERVICE DEPARTMENT BUDGET 2009/10**
Staff report prepared by Mario R. Beas, Executive Director
6. **EXAMINATION RESULTS**
Civil Engineer
Civil Engineering Assistant
Environmental Specialist Associate
Public Health Nutritionist
Special Services Officer (Amended)
Water Treatment Operator
7. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Building Maintenance Engineer
Business Systems Specialist
Buyer
Payroll/Personnel Assistant
Public Safety Dispatcher
Special Services Officer (6/18/08 & 12/17/08)
8. **RETIREMENTS**
Marietta Garcia/Clerk Typist III/Police (14 yrs., 7 mos.)
Hector Hernandez/Housing Specialist II/Community Development (13 yrs., 10 mos.)
Donald Oldenburg/Special Services Officer III/Police (27 yrs., 7 mos.)
Nancy Cotton/Animal Control Officer II/Health (30 yrs., 4 mos.)

9. **RESIGNATIONS**

Heather Martin/Administrative Analyst III/Parks (2 yrs., 9 mos.)

Angel Pulido/Special Services Officer II/Public Works (1 yr., 2 mos.)

10. **SCHEDULE FOR HEARINGS**

Suspension Appeal 02-S-89 – Suggested Date 07/31/09 (HO)

Suspension Appeal 04-S-89 – Suggested Date 08/14/09 (HO)

Suspension Appeal 08-S-89 – Suggested Date 09/21/09 (HO)

11. **RESCHEDULE FOR HEARING** – Suspension Appeal 31-S-78 – Suggested Date 07/17/09 (HO)

12. **MANAGERS' REPORT**

13. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
JUNE 3, 2009

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 3, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna deAraujo, Assistant Administrative Analyst
Beverly Nieves, Personnel Analyst, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of June 3, 2009, be approved as prepared. President Islas indicated some additions she wished to add to the minutes. In a substitute motion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried to hold the minutes of the regular meeting of June 3, 2009, over for one week. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT: The Secretary presented a communication from Christopher Garner, Director of Long Beach Gas and Oil, requesting Commission authorization to appoint Jimmy Brown, to the classification of Gas Construction Worker on a provisional basis. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

BULLETIN:

SCHOOL GUARD

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Public Health Nutritionist – 4 Applied, 2 Qualified
Special Services Officer – 28 Applied, 20 Qualified

TRANSFERS:

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Maricela Magallanes/Clerk III/Health to Clerk III/Financial Management
Luis Felix/Equipment Operator II/Harbor to Equipment Operator II/Public Works

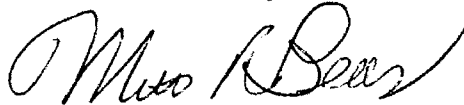
MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, informed the Commission that she attended an Emergency Preparedness Meeting at the Emergency Operator Center on Wednesday, May 27, 2009, regarding the policy of what to do in the event of an earthquake. She also stated that Melinda George, Deputy Director was at the Water Department conducting a Civil Service 101 class for Water Department employees.

The Secretary informed the Commission that the Personnel and Civil Service Committee will meet on Monday, June 8, 2009, and there are no commission appointments on the agenda. He also stated that departments have been requested to prepare a short presentation for Tuesday, June 9, 2009, City Council meeting outlining the proposed 6% cuts from their budgets.

ADJOURNMENT:

There being no further business before the Commission,
President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas". The signature is fluid and cursive, with the first name "Mario" and last name "Beas" clearly distinguishable.

MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
MAY 27, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, May 27, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED: F. Phil Infelise

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of May 20, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Haubert abstained from voting as he was not present.

**REQUEST TO EXTEND
NON-CAREER APPOINTMENT:** **ERIKA MARTIN/ADMINISTRATIVE ANALYST
DEVELOPMENT SERVICES**

The Secretary presented a communication from Craig Beck, Director of Development Services, requesting Commission approval to extend the non-career appointment for Erika Martin, Administrative Analyst for 250 hours. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the request to extend non-career hours be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR EXCEPTION
TO CIVIL SERVICE RULES AND
REGULATIONS SECTION 115(3):**

CUSTOMER SERVICE REPRESENTATIVE

The Secretary presented a communication from Patrick H. West, City Manager, requesting Commission approval to an exception to Article IV, Section 27 of the Civil Service Rules and Regulations – Certification from Open Eligible Lists, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations for Customer Service Representative. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. The Secretary addressed the Commission, stating that the City Manager stated that his intent when he requested suspension of Section 27 of the Civil Service Rules and Regulations was to address the City's current financial situation by limiting departments to filling critical positions and shrinking the City's workforce to avoid future layoff. He stated that to include non-career employees in the request to make an exception to Civil Service Commission Rules and Regulations, Section 27, would not address the issue of shrinking the City's workforce, as non-careers are not permanent employees. He also stated that the Commission has no jurisdiction over non-career employees, or any knowledge of the recruitment and selection process departments use to hire non-career employees. He requested that the Commission provide only permanent City employees in Bands B & C to the department for consideration. Ken Walker, Manager, Personnel Operations – Human Resources, spoke on behalf of the City Manager, stating that non-careers are a part of the City's budget and a vital part of the workforce. He also stated they have demonstrated their ability by competing and being placed on the eligible list. He stated that the number of permanent City employees on the list did not meet the required number to be certified for the number of vacancies. Pamela Horgan, Manager, Commercial Services Bureau, Financial Management, addressed the Commission, stating that there are three vacant billing positions, and that the reason additional names are needed is that the individuals available for certification may or may not feel comfortable handling cash, which is a core function of these positions. She stated that the non-careers have been trained to meet the core responsibilities, and requested that they be considered in the certification of City employees. Sherri Nixon-Joiner, General Superintendent, Parks, Recreation and Marine, addressed the Commission, indicating that

non-career employees should be given the opportunity to compete. Ken Walker suggested that since this is the first time the Commission will be considering a request for exception to the rules, to hold the matter over for one week and request that Michael Mais, Assistant City Attorney, be present to provide direction to the Commission. The Secretary stated that this was not a legal matter that would require a legal opinion of the City Attorney. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu to grant an exception to Article VIII, Section 115(3) for permanent City employees in Bands B & C to be certified to the Financial Department. In a substitute motion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu to certify current full-time City employees and the four non-career names in Band B. The substitute motion failed by the following roll call vote:

AYE: Douglas Haubert
Jeanne Karatsu

NO: Ahmed Saafir
Mary Islas

The Commission returned to the original motion to certify permanent City employees in Bands B & C. The motion failed by the following roll call vote:

AYE: Ahmed Saafir
Mary Islas

NO: Douglas Haubert
Jeanne Karatsu

In a subsequent motion, Commissioner Saafir moved to certify permanent classified employees in Band B. The motion died due to lack of a second.

In a subsequent motion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu to certify Table "A" – current classified City Employees, and Table "B" – non-career employees on the list in Bands "B" and "C", for discussion only. The motion failed by the following roll call vote:

AYE: Douglas Haubert

NO: Ahmed Saafir
Jeanne Karatsu
Mary Islas

In a subsequent motion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu to certify permanent City employees only. The motion carried by the following roll call vote:

AYE: Ahmed Saafir
Jeanne Karatsu
Mary Islas

NO: Douglas Haubert

**REQUEST FOR EXCEPTION
TO CIVIL SERVICE RULES AND
REGULATIONS SECTION 115(3):**

PARKING CONTROL CHECKER

The Secretary presented a communication from Patrick H. West, City Manager, requesting Commission approval to an exception to Article IV, Section 27 of the Civil Service Rules and Regulations – Certification from Open Eligible Lists, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations for Parking Control Checker. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. The Secretary provided the Commission with an overview of this request and staff's recommendation. He stated that there are two City employees in Band "A" that have been certified to the department. Cynthia Stafford, Personnel Services Officer, Public Works, addressed the Commission, stating that Public Works has a total of seven vacancies, and City employees in Band "A" do not provide a sufficient number of candidates. She also stated that departments underfill positions with non-career employees for different reasons, and non-careers are hired with the understanding that they have an opportunity to be considered for full-time City employment. She stated that because they have taken the Civil Service test and are on the eligible list and that they should be considered. She would like full-time City employees and non-career employees on the eligible list to be certified. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir to certify all of the candidates in Table "A" – classified City employees in Band A and B, and Table "B" – non-career Parking Control

Checker candidates, for discussion only. The motion failed by the following roll call vote:

Aye: Douglas Haubert

NO: Ahmed Saafir
Jeanne Karatsu
Mary Islas

In a subsequent motion, it was moved by Commissioner Saafir, seconded by Commissioner Islas and carried to certify current classified employees in Table "A" – classified City employees in Bands A & B. The motion carried by the following roll call vote:

AYE: Ahmed Saafir
Jeanne Karatsu
Mary Islas

NO: Douglas Haubert

**REQUEST FOR CONSIDERATION
OF BUDGET CUTS FOR CIVIL
SERVICE DEPARTMENT:**

The Secretary presented a staff report prepared by him. with an outlined recommended proposed Civil Service Department budget reduction of 6%. The Secretary briefed the Commission regarding the recommended cuts, providing four options. He stated that Financial Management has requested departments to enter their proposed budget reductions into the Financial Management reporting systems by June 3, 2009. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu for the Director to continue to move forward with budget reductions of 6% as identified in the staff report for Commission approval. The motion carried by a unanimous roll call vote.

BULLETINS:

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Events Coordinator
Recreation Assistant

EXAMINATION RESULTS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Administrative Aide – 126 Applied, 47 Qualified

Geographic Information Systems Technician – 30 Applied, 30 Qualified

Public Health Nutritionist – 12 Applied, 3 Qualified

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Accountant and Senior Equipment Operator – Backhoe, amended to be extended for one month. The motion carried by a unanimous roll call vote.

Accountant (1 month)

Civil Engineering Assistant (6/11/08, 6/18/08 & 12/17/08)

Personnel Assistant

Police Recruit

Port Financial Analyst

Public Health Nutritionist

Public Health Physician

Public Health Professional

Senior Equipment Operator – Backhoe (1 month)

Storekeeper

Systems Support Specialist (12/10/08 & 12/17/08)

Systems Technician (12/17/08)

Water Utility Mechanic

RETIREMENT:

**JAMES JONES/COMMUNITY SERVICES
SUPERVISOR/PARKS, RECREATION & MARINE**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

DISABILITY RETIREMENT:

WAYNE COLLINS/POLICE LIEUTENANT/POLICE

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Melinda George, Deputy Director, thanked Rob Pfingsthorn, Personnel Analyst, for the excellent job he did in the administration of the Administrative Aide examination.

ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas", written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh

DATE: June 10, 2009
TO: Civil Service Commission
FROM: Robert Pfingsthorn, Personnel Analyst
SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENTS – ANTONIO
CARILLO AND JEFF HOGAN – GARAGE SERVICE ATTENDANT

On March 19, 2008, the Civil Service Commission approved the provisional appointments of Antonio Carillo and Jeff Hogan to the classification of Garage Service Attendant. Their provisional appointments will expire June 12, 2009 and staff is requesting an extension of the provisional appointments. Staff is currently developing the examination for Garage Service Attendant. The extension is requested to continue the provisional appointees in position until the examination can be completed and the positions are filled permanently from the eligible list. Staff anticipates presenting the proposed job opportunity bulletin to the Commission at its June 24, 2009 meeting.

It is therefore recommended that the Commission approve the extension of these provisional appointments for 150 business days pursuant to Section 49 of the Civil Service Rules and Regulations. This will allow sufficient time for the eligible list to be established and the department to make selections from the eligible list. The Department of Public Works, Mr. Carillo and Mr. Hogan are aware of this request.

RFP

EXTENSION OF PROVISIONAL APPOINTMENT (CARILLO, HOGAN, 6-10-09).DOC



City of Long Beach
Working Together to Serve

Memorandum

Agenda Item No.

3

Date: May 21, 2009

To: CIVIL SERVICE COMMISSION

From: *AWB*
Anthony W. Batts, Chief of Police

Subject: RECLASSIFICATION OF POLICE RECRUIT ERIC CORNELL

The Police Department would like to request that Police Recruit Eric Cornell be reclassified to the position of Special Services Officer III.

Mr. Cornell was hired by the Police Department as a Police Recruit on 9/27/08. During his training with the Academy he was deployed for active military leave from 11/24/08-3/20/09, preventing him from graduating with his class. There is no current academy class to return him to and no classes scheduled to start due to the City's budget reductions. The classification of Special Services Officer is compatible with Mr. Cornell's experience and training as a Police Recruit and also fits with the criteria mandated below.

Under California Military and Veterans Code section 395, a public employee who is a member of the armed forces of the United States has an absolute right to be restored to his former position upon the termination of military duty. If the position has been abolished, he has the right to be reinstated to a position of a like seniority, status, and pay. Federal law is in accord. (See 38 USC 4312).

Civil Service Rules and Regulations, Section 52 - Veteran's Employment Rights states in matters pertaining to veteran's employment and reemployment rights and procedures, these rules shall defer to all appropriately related legislation including Public Law 93-508, (as amended) the Veteran's Reemployment Rights Statute and established Commission procedures.

The Police Department has a current, approved requisition on file for a vacancy of Special Services Officer III. The requisition is 09-09.

It is anticipated that Mr. Cornell will wish to return to the Police Recruit classification upon the commencement of the next academy class. The Police Department will make every effort to accommodate this and will request his reversion to Police Recruit at that time.

If you have any questions, please contact Administrator Debbie Smith at extension 8-7310.

PLJ:DS
Memos/reclassification of police recruit E. Cornell

CIVIL SERVICE DEPT.

JUN 1 - 11 AM 11:47

RECEIVED

1 **DATE:** June 10, 2009
2 **TO:** Civil Service Commission
3 **FROM:** Melinda George, Deputy Director *MGeorge*
4 **SUBJECT: REQUEST FOR RECLASSIFICATION- ERIC CORNELL, POLICE**
5 **RECRUIT TO SPECIAL SERVICES OFFICER**

6 Correspondence has been received from Anthony Batts, Chief of Police, requesting
7 the Civil Service Commission approve the reclassification of Eric Cornell, currently a
8 Police Recruit, to the classification of Special Services Officer.

9
10 As background information, Civil Service Department staff met with staff from the
11 Police Department, Human Resources Department and the City Attorney's Office to
12 discuss the City's ability to meet legal obligations concerning Mr. Cornell's Veteran's
13 Employment Rights. It was agreed that the City could accommodate Mr. Cornell under
14 the auspices of Section 52 of the Civil Service Commission Rules and Regulations –
15 Veteran's Employments Rights.

16
17 The following information is presented for consideration.

- 18
- 19 • Mr. Cornell began his employment with the City of Long Beach as a Recreation
20 Leader/Specialist on May 29, 2004. He was selected as a Police Recruit on
21 September 27, 2008 and was in the process of completing the LBPD Police
22 Academy. Prior to completing the Police Academy, Mr. Cornell was called to
23 military duty and, accordingly, was unable to complete the Police Academy with
24 his recruit class.
 - 25 • Mr. Cornell completed his military assignment and has returned to work with the
Police Department as a Police Recruit. Mr. Cornell is entitled to continue his
training as a Police Recruit; however, at this time the Police Department does

1 not have a projected date to begin a new Police Academy. The Police
2 Department has identified alternative employment for Mr. Cornell as a Special
3 Services Officer. This position will allow Mr. Cornell to continue as an
4 employee of the Long Beach Police Department with assignments related to
5 police work pending the opportunity to participate in the next Police Academy.

- 6 • If the Commission approves Mr. Cornell's reclassification, he will be required to
7 serve a probationary period for Special Services Officer in order to attain
8 permanent status in that classification.
- 9 • At such time a Police Academy is scheduled, it is anticipated that Mr. Cornell
10 will request Commission approval to return to his former classification as a
11 probationary Police Recruit to pursue completion of the Police Academy.

12
13 Based on the preceding information, in accordance with Section 52 of the Civil Service
14 Commission Rules and Regulations, staff recommends the Commission:

- 15 (1) Approve the reclassification of Eric Cornell from Police Recruit to Special
16 Services Officer.
- 17 (2) Require Mr. Cornell to serve a probationary period in the Special Services
18 Officer classification in order to obtain permanent status in that classification.
- 19 (3) Require Mr. Cornell to request Commission approval to return to his former
20 classification as a probationary Police Recruit at such time the LBPD schedules
21 a Police Academy.

22
23 A representative from the Police Department will be present to respond to questions
24 from the Civil Service Commission.

25 **MG: mg**

Agenda Item No.

4

RECEIVED

2009 MAY 21 PM 3:13

CIVIL SERVICE DEPT.

May 20, 2009

Civil Service Commission
333 W. Ocean Blvd 7th Floor
Long Beach, CA 90802

Dear Civil Service Commission:

I would like to request the Civil Service Commission to accept my late application for the upcoming Construction Inspector Examination (Job Number 103). I was not informed of the upcoming opportunity and feel that I have the qualifications and knowledge to fulfill the current vacancy.

I feel that I was disadvantaged due to the flyer for this position was not posted at several LBGO site as it is ordinarily done. My position typically works at construction sites throughout the city; and as a result I do not have internet access to review postings of Civil Service bulletins.

The failure of the posting of the bulletin was not my fault, and I feel leniency in this instance would be appropriate and in the best interest of LBGO and the City. Therefore, based on the Civil Service Department Procedure Number 1.05, I request you consider a late application from me.

As a Gas Maintenance Construction Supervisor, we must meet federal regulations (Code of Federal Regulations Parts 192 & 195; Operation Qualification and Drug Screening) and have requisite natural gas pipeline experience. The skill set for Construction Inspector positions at LBGO is unique and provides key support to contract management, operations, and field personnel. As an employee of LBGO, I am a primary resource for this position. I

Please advise of where and when I can go to obtain an application so that I may take the test. I can be reached at (562) 254-6355.

Sincerely,



Andres Gutierrez
Gas Maintenance Supervisor I
Long Beach Gas & Oil Department

RECEIVED

2009 MAY 21 AM 8:10

CIVIL SERVICE DEPT.

May 20, 2009

Civil Service Commission
333 W. Ocean Blvd 7th Floor
Long Beach, CA 90802

Dear Civil Service Commission:

I would like to request the Civil Service Commission to accept my late application for the upcoming Construction Inspector Examination (Job Number 103). I was not informed of the upcoming opportunity and feel that I have the qualifications and knowledge to fulfill the current vacancy.

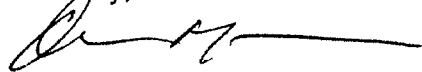
I feel that I was disadvantaged due to the flyer for this position was not posted at several LBGO site as it is ordinarily done. My position typically works at construction sites throughout the city; and as a result I do not have internet access to review postings of Civil Service bulletins.

The failure of the posting of the bulletin was not my fault, and I feel leniency in this instance would be appropriate and in the best interest of LBGO and the City. Therefore, based on the Civil Service Department Procedure Number 1.05, I request you consider a late application from me.

As a Gas Maintenance Construction Supervisor, we must meet federal regulations (Code of Federal Regulations Parts 192 & 195; Operation Qualification and Drug Screening) and have requisite natural gas pipeline experience. The skill set for Construction Inspector positions at LBGO is unique and provides key support to contract management, operations, and field personnel. As an employee of LBGO, I am a primary resource for this position. I

Please advise of where and when I can go to obtain an application so that I may take the test. I can be reached at (562) 577-4327

Sincerely,



Oliver Magajes
Gas Maintenance Supervisor I
Long Beach Gas & Oil Department

RECEIVED

2009 MAY 21 AM 8:10

CIVIL SERVICE DEPT.

May 20, 2009

Civil Service Commission
333 W. Ocean Blvd 7th Floor
Long Beach, CA 90802

Dear Civil Service Commission:

I would like to request the Civil Service Commission to accept my late application for the upcoming Construction Inspector Examination (Job Number 103). I was not informed of the upcoming opportunity and feel that I have the qualifications and knowledge to fulfill the current vacancy.

I feel that I was disadvantaged due to the flyer for this position was not posted at several LBGO site as it is ordinarily done. My position typically works at construction sites throughout the city; and as a result I do not have internet access to review postings of Civil Service bulletins.

The failure of the posting of the bulletin was not my fault, and I feel leniency in this instance would be appropriate and in the best interest of LBGO and the City. Therefore, based on the Civil Service Department Procedure Number 1.05, I request you consider a late application from me.

As a Gas Maintenance Construction Supervisor, we must meet federal regulations (Code of Federal Regulations Parts 192 & 195; Operation Qualification and Drug Screening) and have requisite natural gas pipeline experience. The skill set for Construction Inspector positions at LBGO is unique and provides key support to contract management, operations, and field personnel. As an employee of LBGO, I am a primary resource for this position. I

Please advise of where and when I can go to obtain an application so that I may take the test. I can be reached at (562) 577-9081.

Sincerely,



Dave Orkin
Gas Maintenance Supervisor I
Long Beach Gas & Oil Department

RECEIVED

2009 MAY 21 AM 8:10

CIVIL SERVICE DEPT.

May 20, 2009

Civil Service Commission
333 W. Ocean Blvd 7th Floor
Long Beach, CA 90802

Dear Civil Service Commission:

I would like to request the Civil Service Commission to accept my late application for the upcoming Construction Inspector Examination (Job Number 103). I was not informed of the upcoming opportunity and feel that I have the qualifications and knowledge to fulfill the current vacancy.

I feel that I was disadvantaged due to the flyer for this position was not posted at several LBGO site as it is ordinarily done. My position typically works at construction sites throughout the city; and as a result I do not have internet access to review postings of Civil Service bulletins.


The failure of the posting of the bulletin was not my fault, and I feel leniency in this instance would be appropriate and in the best interest of LBGO and the City. Therefore, based on the Civil Service Department Procedure Number 1.05, I request you consider a late application from me.

As a Gas Maintenance Construction Supervisor, we must meet federal regulations (Code of Federal Regulations Parts 192 & 195; Operation Qualification and Drug Screening) and have requisite natural gas pipeline experience. The skill set for Construction Inspector positions at LBGO is unique and provides key support to contract management, operations, and field personnel. As an employee of LBGO, I am a primary resource for this position. I

Please advise of where and when I can go to obtain an application so that I may take the test. I can be reached at (562) 254-6893.

Sincerely,

Roderick Gray
Gas Maintenance Supervisor I
Long Beach Gas & Oil Department

Rod Gray 

RECEIVED

2009 MAY 21 AM 8:10

CIVIL SERVICE DEPT.

May 20, 2009

Civil Service Commission
333 W. Ocean Blvd 7th Floor
Long Beach, CA 90802

Dear Civil Service Commission:

I would like to request the Civil Service Commission to accept my late application for the upcoming Construction Inspector Examination (Job Number 103). I was not informed of the upcoming opportunity and feel that I have the qualifications and knowledge to fulfill the current vacancy.

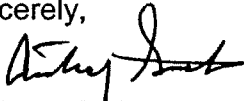
I feel that I was disadvantaged due to the flyer for this position was not posted at several LBGO site as it is ordinarily done. My position typically works at construction sites throughout the city; and as a result I do not have internet access to review postings of Civil Service bulletins.

The failure of the posting of the bulletin was not my fault, and I feel leniency in this instance would be appropriate and in the best interest of LBGO and the City. Therefore, based on the Civil Service Department Procedure Number 1.05, I request you consider a late application from me.

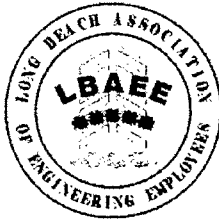
As a Gas Maintenance Construction Supervisor, we must meet federal regulations (Code of Federal Regulations Parts 192 & 195; Operation Qualification and Drug Screening) and have requisite natural gas pipeline experience. The skill set for Construction Inspector positions at LBGO is unique and provides key support to contract management, operations, and field personnel. As an employee of LBGO, I am a primary resource for this position. I

Please advise of where and when I can go to obtain an application so that I may take the test. I can be reached at (562) 577-9087.

Sincerely,



Anthony Smith
Gas Maintenance Supervisor I
Long Beach Gas & Oil Department



Long Beach Association of Engineering Employees

May 18, 2009

Civil Service Commission
333 W. Ocean Blvd 7th Floor
Long Beach, CA 90802

Dear Civil Service Commission:

The Long Beach Association of Engineering Employees (LBAEE) would like to request the Civil Service Commission accept late applications from three (3) Long Beach Gas & Oil Department (LBGO) employees for the upcoming Construction Inspector Examination (Job Number 103). These well-qualified applicants were disadvantaged due to the flyer for this position not being posted at several LBGO sites, as is ordinarily done. The prospective applicants typically work at construction sites throughout the City and may not have internet access; as a result, they depend on the LBGO posting of Civil Service Bulletins.

The failure of posting the bulletin was no fault of the prospective applicants, and we feel leniency in this instance would be appropriate and in the best interest of LBGO and the City. Therefore, based on Civil Service Department Procedure Number 1.05, we request you consider accepting the LBGO Construction Inspector applications from these three employees.

LBGO Construction Inspectors must meet federal regulations (Code of Federal Regulations Parts 192 & 195; Operator Qualification and Drug Screening) and have requisite natural gas pipeline experience. The skill sets for Construction Inspector positions at LBGO is unique and provides key support to contract management, operations, and field personnel. Applicants from within LBGO are the primary resource for qualified prospects to fill these positions. We hope we can anticipate a fair and reasonable application of Civil Service rules as we feel this would be in the best interest of the City, LBGO, and the employees.


The LBAEE looks forward to working with the Civil Service Commission on the many future challenges and opportunities facing our City. Thank you, in advance, for your time and consideration.

Sincerely,

Dave Vasquez
President
Long Beach Association of Engineering Employees
1 World Trade Center
PO Box 62165
Long Beach CA 90832-2165
(562) 570-2013

1 **DATE:** June 10, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst 

4 **SUBJECT: REQUEST TO FILE LATE APPLICATIONS FOR CONSTRUCTION**
5 **INSPECTOR – RODERICK GRAY, ANDRES GUTIERREZ, OLIVER**
6 **MAGAJES, DAVE ORKIN & ANTHONY SMITH**

7 Correspondence has been received from Messrs Roderick Gray, Andres Gutierrez,
8 Oliver Magajes, Dave Orkin, and Anthony Smith requesting the Civil Service
9 Commission's approval to file late applications for the Construction Inspector
10 examination. The facts are presented below for your consideration.

11 **Facts for Consideration:**

- 12 • As background, on April 22, 2009, the Civil Service Commission approved the job
13 opportunity bulletin for Construction Inspector. The bulletin was posted April 24,
14 2009 through May 8, 2009. Applications were available for distribution and return
15 during that time. All completed applications and supplemental applications were
16 due in the Civil Service Department by 4:30 p.m., May 8, 2009.
- 17 • In order to qualify for the Construction Inspector written examination, candidates
18 had to submit completed applications and supplemental questionnaires.
- 19 • During the filing period 51 applications were filed for Construction Inspector. Of
20 that number, 31 candidates were invited to the administration of the written
21 examination.
- 22 • On Thursday, May 14, 2009, Civil Service Department staff received electronic
23 communication from the Long Beach Gas & Oil Department's subject matter expert
24 for this examination indicating that the job opportunity bulletin for Construction
25 Inspector was not visibly posted during the filing period and as some staff members
were unaware of the job posting, several potential internal candidates did not

1 submit applications.

- 2 • On Thursday, May 21, 2009, Messrs Gray, Gutierrez, Magajes, Orkin and Smith
3 submitted communication to the Civil Service Department requesting to file late
4 applications. Each cited the following in their communication: job bulletins for
5 Construction Inspector were not posted at Gas & Oil Department sites, as is
6 typically the case; and their positions as Gas Maintenance Supervisors require
7 them to work at construction sites throughout the City, therefore they do not have
8 internet access to review job postings on the City's intranet site.
- 9 • The Civil Service Department sends out weekly electronic mailings to Departments
10 throughout the City with an attached document that lists current job opportunities.
11 The electronic mailing also states, "We ask that you would print the current
12 employment opportunities attachment and post in an area where employees and
13 the public are able to view the information. Additionally, please forward it to others
14 within your organization as appropriate." Candidates can also check the 24 hour
15 phone line, use personal internet, interest cards, and/or cable to find out about job
16 openings.
- 17 • Additionally, Long Beach Gas & Oil Department supervisors were involved in the
18 examination process and were informed of when filing would be open for this
19 examination.
- 20 • In follow-up communication with the Long Beach Gas & Oil Department's Bureau
21 Manager, Leslie Horikawa-Thiede, she indicated that the department does not
22 agree with the employees' contention that there were no job opportunity bulletins
23 posted at the department, but would like the employees to have any opportunity
24 available. Therefore the department supports their late application requests.
- 25 • Should the Commission approve Messrs Gray, Gutierrez, Magajes, Orkin and
Smith's request, staff can provide applications for the Construction Inspector

1 examination, screen applications and administer the written examination later this
2 week for candidates that meet the minimum qualifications.

- 3 • Today's request falls under Civil Service Commission Policy 1.05, which states that
4 the Civil Service Commission may consider a late application due to a death of an
5 immediate family member, a catastrophic natural disaster, or an error by Civil
6 Service Department staff.
- 7 • Staff recommends the request to file late applications be denied, as it does not
8 meet the criteria of the Commission's policy to allow a late application.

9
10 Messrs Gray, Gutierrez, Magajes, Orkin and Smith have been informed that this
11 request is on today's agenda and the possibility of their participation in the
12 examination process will be pending Commission's approval. In addition,
13 representatives from the Gas & Oil Department and the Long Beach Association of
14 Engineering Employees have been notified of today's request.

15
16 LF
REQUEST TO FILE LATE APPLICATION 6.10.09 (CONSTRUCTION INSPECTOR)
17
18
19
20
21
22
23
24
25